

AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
001		See Block 16C		PR-SRRPOD-13-00003	
5. PROJECT NO. (If applicable)		6. ISSUED BY		7. ADMINISTERED BY (If other than Item 6)	
		CODE SRRPOD		CODE SRRPOD	
SRRPOD US ENVIRONMENTAL PROTECTION AGENCY SUPERFUNDRCRA REGIONAL PROCUREMENT OPERATIONS 1200 PENNSYLVANIA AVE NW WASHINGTON DC 20460		SRRPOD US ENVIRONMENTAL PROTECTION AGENCY SUPERFUNDRCRA REGIONAL PROCUREMENT OPERATIONS 1200 PENNSYLVANIA AVE NW WASHINGTON DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
ALION SCIENCE AND TECHNOLOGY CORPORATION Attn: (b)(4) 1000 BURR RIDGE PKWY (b)(4) BURR RIDGE IL 605270849					
10A. MODIFICATION OF CONTRACT/ORDER NO.		10B. DATED (SEE ITEM 13)			
EP-W-07-083 0033		08/23/2012			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS		12. ACCOUNTING AND APPROPRIATION DATA (If required)		13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
CODE (b)(4) FACILITY CODE		Net Decrease: -\$12,000.00			
See Schedule					

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$12,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	LIMITATION OF THE GOVERNMENT'S OBLIGATIONS UNDER TASK ORDERS

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

DUNS Number: (b)(4)
DATA REVIEW/VALIDATION
TOPO: Muhammad H. Sheikh

The purpose of this modification is to deobligate \$12,000.00 from this task order and reobligate these funds to Task Order 0036. All other terms and conditions remain the same.

LIST OF CHANGES:

Reason for Modification : Funding Only Action
Obligated Amount for this Modification: -\$12,000.00
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Nnenna Njoku	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		Nnenna Njoku (Signature of Contracting Officer)	10/3/2012

CONTINUATION SHEET	REFERENCE NO. OF <input type="checkbox"/> ENT BEING CONTINUED	PAGE	OF
	EP-W-07-083/0033/001	2	2

NAME OF OFFEROR OR CONTRACTOR
ALION SCIENCE AND TECHNOLOGY CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$0.00 Incremental Funded Amount changed: from \$12,000.00 to \$0.00</p> <p>CHANGES FOR ACCOUNTING CODE: 12-E4-D100AG7-301D79-2505-12D1D2E026-001 Amount changed from \$12,000.00 to \$0.00</p> <p>Period of Performance: 08/22/2012 to 09/25/2012 The Statement of Work is attached herein. The total obligated amount for this action is \$12,000.00 and the Task Order Ceiling amount is \$16,006.21.</p> <p>The contractor shall not exceed the current limitation of the Government's obligations under this task order without prior written authorization from the Contracting Officer.</p>				

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/22/2012		2. CONTRACT NO. (If any) EP-W-07-083		6. SHIP TO:	
3. ORDER NO. 0033		4. REQUISITION/REFERENCE NO. PR-OSWER-12-00335		a. NAME OF CONSIGNEE US EPA REGION 2	
5. ISSUING OFFICE (Address correspondence to) SRRPOD US ENVIRONMENTAL PROTECTION AGENCY SUPERFUNDRCRA REGIONAL PROCUREMENT OPERATIONS 1200 PENNSYLVANIA AVE NW WASHINGTON DC 20460				b. STREET ADDRESS 2890 WOODBRIDGE AVE BUILDING 209	
7. TO: (b)(4)				c. CITY EDISON	d. STATE NJ
a. NAME OF CONTRACTOR ALION SCIENCE AND TECHNOLOGY CORPORATION				e. ZIP CODE 08837	
b. COMPANY NAME				f. SHIP VIA	
c. STREET ADDRESS 1000 BURR RIDGE PKWY (b)(4)				8. TYPE OF ORDER	
d. CITY BURR RIDGE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE IL				f. ZIP CODE 605270849	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE SRRPOD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.D.B. POINT	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) DATA REVIEW/VALIDATION TOPO: Muhammad H. Sheikh Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP FINANCE CENTER		b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE				17(i) GRAND TOTAL
c. CITY DURHAM		d. STATE NC		e. ZIP CODE 27711		

SEE BILLING INSTRUCTIONS ON REVERSE

22. UNITED STATES OF AMERICA BY (Signature)

► *Menna Njoku*

23. NAME (Typed)
Nnenna Njoku
TITLE: CONTRACTING/ORDERING OFFICER

ORDER SUPPLIES OR SERVICES
SCH E - CONTINUATION

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
08/22/2012

CONTRACT NO.
EP-W-07-083

ORDER NO.
0033

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: SRRPOD US ENVIRONMENTAL PROTECTION AGENCY SUPERFUNDRCRA REGIONAL PROCUREMENT OPERATIONS 1200 PENNSYLVANIA AVE NW WASHINGTON DC 20460</p> <p>Period of Performance: 08/22/2012 to 09/25/2012</p> <p>BROWNFIELDS FUNDING ESAT CONTRACT EP-W-07-083</p> <p>Accounting Info: 12-E4-D100AG7-301D79-2505-12D1D2E026-0 01 BFY: 12 Fund: E4 Budget Org: D100AG7 Program (PRC): 301D79 Budget (BOC): 2505 DCN - Line ID: 12D1D2E026-001 Funding Flag: Partial Funded: \$12,000.00</p> <p>The Statement of Work is attached herein. The total obligated amount for this action is \$12,000.00 and the Task Order Ceiling amount is \$16,006.21.</p> <p>The contractor shall not exceed the current limitation of the Government's obligations under this task order without prior written authorization from the Contracting Officer.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

STATEMENT OF WORK
Time of Award to September 25, 2012
DATA REVIEW/VALIDATION
EP-W-07-083
TASK ORDER - 33
TOPO- Muhammad H. Sheikh

Purpose

The contractor shall provide support relating to the review and validation of analytical data, as it relates to data generated through the Contract Laboratory Program (CLP), and analytical data generated through other national and regional contract laboratories (i.e., analysis done for Dioxin, PCB Congener, SW-846 methods, air methods and asbestos). The details of this support are specified in various Task Areas in this contract Statement of Work. Limited training of contractor personnel may be required, as outlined in the specific Task Area of this contract Statement of Work. Updating of contractor Standard Operating Procedures (SOPs) will also be required on an annual basis.

Certain activities designated in this task order (TO), such as the receipt and release of data packages will be performed in the Document Control Room (DCR) or in a designated area of the US EPA Region 2's Edison, NJ facility.

Overview

Task Order 33 under the ESAT contract for the above period will be comprised of: Task Area 1 - Task Order Management and General Administration; Task Area 2 - Completeness Check, Review, and Validation of Organic Data; Task Area 3 - Completeness Check, Review, and Validation of Inorganic Data; and Task Area 4 - Training. The contractor will provide support for CLP and non-RAS (i.e., Dioxin, PCB Congener SW-846 methods, air methods and asbestos) data. The contractor will also be required to review and provide comments on other QA/QC related documents, such as SOPs; enter tracking data into databases or spreadsheets; track negative data quality trends of CLP laboratories and provide data usability reports based on established guidelines.

All tasks as described within this SOW as they relate to a specific CLP case and/or project will include, but not limited to; data package completeness checks, review and/or validation of data. Completeness checks of data packages will be conducted as part of the data validation process by the data validator(s). The deliverable date(s) will be determined based on:

- 1) Turn-around-time specified by the USEPA
- 2) Priorities designated by the USEPA. and;
- 3) Number of samples and complexity of project.

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If the contractor is unable to complete a project by the specified deliverable date, the ESAT Program Manager/Team Leader shall inform the Task Order Project Officer (TOPO) and Project Officer (PO) at least one (1) business day prior to the deliverable due date via email. The e-mail shall provide a detailed explanation as to why the data package could not be completed by the due date. Additionally, the email will contain a request for an extension of deliverable due date along with a proposed deliverable date. If the request for an extension is approved, the TOPO will provide a new due date for the project. The contractor shall also notify the TOPO and PO immediately upon learning of anything that may affect performance under this TO.

The deliverable due date may also be changed (i.e., extended or shortened) by the PO/TOPO if it is in the interest of EPA. If the deliverable due date needs to be shortened, the TOPO will consider recommendations from the contractor.

This Statement of Work is subject to change based on changing priorities and workload fluctuations. The contractor may be required to make changes to accommodate the Agency's changing needs. The Agency shall revise the SOW as necessary.

TASK AREA 1: Task Order Management and General Administration

Team management shall meet with the PO, TOPO, and other designated EPA representatives, at minimum, on a monthly basis to update EPA on the status of tasks and schedules for the completion of deliverables and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO through a cover letter. The contractor shall also maintain a copy of each deliverable, with the exception of Complete SDG File (CSF) (also known as data package) submitted under this TO. CSFs are to be prepared for archival and stored in the Document Control Room (DCR).

The contractor shall review all deliverables prior to submission to EPA. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPO prior to submission of that deliverable.

All data packages and data re-submittals will be delivered directly to the DCR where they will be signed in and processed by the EPA Data Delivery Contact, RSCC or a designated representative. The contractor will be able to access the DCR in order to sign out data packages, return the packages after validation, and stage data packages for archival.

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The contractor must assure that proper chain of custody is maintained on all data and that the data are kept in a secured location.

The Contractor shall notify the Contracting Officer (CO) and PO when 85% of funding for this Task Order has been expended.

Deliverables

Weekly Reports

The contractor shall submit to the PO and the TOPO weekly report with narratives of all current contract activities, including, but not limited to, administrative and management highlights. Each table and/or report should identify activities by Task Orders and/or Technical Direction Form Number where applicable. The reports shall be submitted on Wednesday for the preceding weekly period.

The weekly reports should include, at a minimum:

- Ongoing, suspended, cancelled, and completed activities;
- Document type, start date, due date, and completion date;
- *Estimated hours; and
- Total number of hours used for activities
- Status on all CLP data reviews.

*All estimated hours should be annotated at the bottom of the table or chart by an asterisk referencing the affected activity.

The monthly report should include the aforementioned information and including, at a minimum:

- Total hours, dollars, and Other Direct Cost (ODC) ;
- funding ceiling and percentages utilized in each category (i.e. hours, dollars, ceilings, etc); and,
- Cumulative totals for each of the above categories (i.e. hours, dollars, etc).

*If applicable, all estimates should be annotated at the bottom of the table or chart by an asterisk.

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TASK AREA 2 - ORGANIC DATA REVIEW

Package Completeness Check, Review and Validation of CLP Organic Data

Data packages will be assigned to the contractor by EPA. The contractor will sign out and accept custody of the data package(s). This will include at a minimum: the Complete SDG File (CSF) as delivered by the lab; the Routine Analytical Services (RAS) Request Form and lab assignments; the sampling trip report; any modifications made to the SOW for that project; Non-RAS request form and SOW for Non-RAS projects; and any other additional information related to the data package.

Data packages will be provided to the contractor for review and or validation. Information to be provided to the contractor will include: the site name; site account number (if any); specific data package by case and or Sample Delivery Group (SDG); deliverable date (optional); and applicable SOPs to be followed (optional). Review of a data case shall not be started until all appropriate documentation for that case is received unless otherwise instructed. No work shall commence on a project until a Conflict of Interest (COI) form is completed. In the instance of actual or potential COI, the contractor shall notify the PO and CO prior to commencement of any work. The CO will instruct the contractor whether or not to proceed with the work.

After validation is complete, the data packages shall be returned to the DCR.

Data Package Completeness Check (Organic)

The data package completeness check shall be performed for each SDG as a first step of data validation. The contractor shall notify the TOPO immediately via email if any information or data is missing from the data package. The contractor shall follow the appropriate SOP or EPA instructions for completeness check.

Review and Validation of CLP RAS Organic Data

ESAT shall conduct data validation according to site specific Data Quality Objectives (DQOs) provided by EPA. In the event the DQOs are not available, ESAT shall conduct data validation using the appropriate Region 2 data validation SOP Checklist for the organic fraction(s). ESAT shall use the SOP Checklist in its entirety with all QA/QC criteria unless otherwise directed. ESAT shall use the Region 2 data validation SOP in conjunction with the National Functional Guidelines (NFG) Reports posted in the EXES Data Manager (EDM), or equivalent. In the event the NFG Reports are not available, the contractor shall perform organic data review/validation using the applicable current version of SOP HW-33, 34, 35, or 37. SOPs not listed may be used, if approved by the TOPO. Data generated under Modified Analytical Request will be validated considering the terms and conditions specified in the Request.

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The contractor will have access to the EDM (or equivalent), which provides SDG File (CSF), Contract Compliance Screening (CCS) report, QC analyses forms, NFG reports, sample summary report, and Excel spreadsheet. ESAT will utilize these files to perform data validation. In the event any of the files are corrupt or missing from EDM, the contractor shall notify the TOPO by email immediately for resolution.

In the event that the contractor's review indicates that there are missing items and/or documentation in the data package, the contractor shall immediately notify the TOPO via email. EPA will contact the laboratory to obtain the missing information. The contractor shall not contact the laboratory for any reason.

The estimated number of CLP RAS organic samples by fractions to be validated from September 26, 2011 to September 25, 2012 is **290**.

Deliverables-

In the event that a data review cannot be completed due to missing documentation, missing information or problems with the electronic files, the contractor shall notify the TOPO immediately by email. The contractor shall submit to the TOPO a report outlining the problem and information needed to complete the data review.

The contractor shall prepare and submit to the TOPO or designated representative a data review deliverable for each deliverable by 12:00pm Eastern Time of the Completion Date of Deliverable. The deliverable shall consist of two types of components: Hard Copy Deliverable and Electronic Deliverable.

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Hard Copy Deliverables-

1. Data package with all SDGs
2. Data Assessment (original) for each SDG outlining samples and analyses (VOA, SVOA, Pest., etc.) which were flagged (NFG reports may be used).
3. Contract Compliance Screening (CCS) report(s)
4. Copies of all communications related to the subject data package
5. NFG Report #3 for each SDG - ESAT shall write or type in the NFG Reports the errors discovered during data validation.
6. Original- Inorganic/Organic Complete SDG File (CSF) Inventory Checklist and Form DC-2.
7. Copy of Sampling Trip Report

Electronic Deliverables

1. E-mail copies of original data assessment narrative,
2. E-mail copy of the Excel Spreadsheets and pdf file (if applicable) for each SDG which contain the results/qualifiers as they appear in the sample Form 1's, and
3. The CLP contract problem/non-compliance must be clearly stated along with supportive documents from the subject data package.

Review and Validation of Non-CLP/Non-RAS Organic Data

The contractor shall perform organic data reviews on Non-RAS analytical data packages (including, but not limited to, data packages for Dioxin, PCB Congeners, SW-846 methods, air methods and asbestos) using the appropriate SOP. In the event the contractor's review indicates that there are missing items and/or documentation in the data package, the contractor shall notify the TOPO via e-mail immediately. The TOPO

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will contact the laboratory to obtain the missing information. The contractor shall not contact the laboratory for any reason.

If the contractor is unable to complete a project by the specified deliverable date, the ESAT Program Manager/Team Leader shall inform the Task Order Project Officer (TOPO) and Project Officer (PO) via email at least one (1) business day prior to the deliverable due date. The e-mail shall provide a detailed explanation as to why the data package could not be completed by the due date. Additionally, the email will contain a request for an extension of deliverable due date along with a proposed deliverable date. If the request for an extension is approved, the TOPO will provide a new due date for the project. The contractor shall also notify the TOPO and PO immediately upon learning of anything that may affect performance under this TO.

Reviews of Non-RAS analytical data will vary in complexity and time required to complete the review. In performing non-RAS reviews which are similar to CLP reviews, the contractor will follow the data review procedures as outlined in Validation/Review of CLP Organic Data.

It is estimated that **10 air, 40 Dioxin and 10 PCB Congeners** non-RAS organic samples will be reviewed from September 26, 2011 to September 25, 2012.

Deliverables

In the event that a data review may not be completed due to missing or incomplete information, the contractor shall submit an interim report to the TOPO listing the information required in order to complete the data review. This report is in the format of Laboratory Communication Log.

The contractor shall prepare and submit to the TOPO a data review deliverable for each data package reviewed. The deliverable shall consist of the following components:

1. Data Assessment (original) outlining analyses that were flagged.
2. Copies of all communications related to the subject data package.
3. Copy of Inorganic/Organic Complete SDG File (CSF) Inventory Checklist and Form DC-2 or equivalent forms for TOPO and/or their designated representative.
4. E-mail copies of Excel spreadsheets and/or pdf file (if available) for each SDG in the data package

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TASK AREA 3 - INORGANIC DATA REVIEW

Data Package Completeness Check, Review and Validation of CLP Inorganic Data

Data packages will be assigned to the contractor by EPA. The contractor will sign out and accept custody of the data package(s). This will include at a minimum: the Complete SDG File (CSF) as delivered by the lab; the sampling trip report; any modifications made to the SOW for that project; Non-RAS request form and SOW for Non-RAS projects; and any other additional information related to the data package.

Data packages will be provided to the contractor for review and or validation. Information to be provided to the contractor will include: the site name; site account number (if any); specific data package by case and or Sample Delivery Group (SDG); deliverable date (optional); and applicable SOPs to be followed (optional). Review of a data case shall not be started until all appropriate documentation for that case is received unless otherwise instructed. No work shall commence on a project until a Conflict of Interest (COI) form is completed. In the instance of actual or potential COI, the contractor shall notify the PO and CO prior to commencement of any work. The CO will instruct the contractor whether or not to proceed with the work.

After validation is complete, the data packages shall be returned to the DCR for archiving.

Data Package Completeness Check (Inorganic)

The data package completeness check shall be performed for each SDG as a first step of data validation. The contractor shall notify the TOPO immediately via email if any information or data is missing from the data package. The contractor shall follow the appropriate SOP or EPA instructions for completeness check.

Review and Validation of CLP RAS Inorganic Data

ESAT shall conduct data validation according to site specific Data Quality Objectives (DQOs) provided by EPA. In the event the DQOs are not available, ESAT shall conduct data validation using the appropriate Region 2 data validation SOP Checklist for the inorganic fraction(s). ESAT shall use the SOP Checklist in its entirety with all QA/QC criteria unless otherwise directed. ESAT shall use the Region 2 data validation SOP in conjunction with the National Functional Guidelines (NFG) Reports posted in the EXES Data Manager (EDM) by the Sample Management Office (SMO) contractor. In the event the NFG Reports are not available, the contractor shall perform organic data review/validation using the applicable current version of the SOPs. SOPs not listed may be used, if approved by the TOPO. Data generated under Modified Analytical Request will be validated considering the terms and conditions specified in the Request.

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The contractor will have access to the EXES Data Manager (EDM) developed by the SMO contractor, which provides SDG File (CSF), Contract Compliance Screening (CCS) report, QC analyses forms, NFG reports, sample summary report-pdf, and Excel spreadsheet. ESAT will utilize these files to perform data validation. In the event any of the files are corrupt or missing from EDM, the contractor shall notify the TOPO by email immediately. The contractor shall not contact the Sample Management Office/ Contract Compliance Screening (SMO/CCS) contractor or any laboratory for any reason.

In the event that the contractor's review indicates that there are missing items and/or documentation in the data package, the contractor shall immediately notify the TOPO via email. The TOPO/CLP PO or their designee will contact the laboratory to obtain the missing information. The contractor shall not contact the laboratory for any reason.

For cost estimating purposes, the number of CLP RAS inorganic samples by fractions that will be validated from September 26, 2011 to September 25, 2012 is **190**.

Deliverables

In the event that a data review cannot be completed due to missing documentation, missing information or problems with the electronic files from SMO, the contractor shall notify the TOPO immediately by email. The contractor shall submit to the TOPO a report outlining the problem and information needed to complete the data review.

The contractor shall prepare and submit to the TOPO or designated representative a data review deliverable for each deliverable by 12:00pm Eastern Time of the Completion Date of Deliverable. The deliverable shall consist of two types of components: Hard Copy Deliverable and Electronic Deliverable.

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Hard Copy Deliverables-

1. Data package with all SDGs
2. Data Assessment (original) for each SDG outlining samples and analyses which were flagged (NFG reports may be used).
3. Contract Compliance Screening (CCS) report(s) received from SMO
4. Copies of all communications related to the subject data package
5. The NFG Report #3 for each SDG received from SMO. SMO uses this report to qualify the SDG data. ESAT shall write or type in the NFG Reports the errors discovered during data validation.
6. Original- Inorganic/Organic Complete SDG File (CSF) Inventory Checklist and Form DC-2.
7. Evaluation Form
8. Copy of Sampling Trip Report

Electronic Deliverables

1. E-mail copies of original data assessment narrative,
2. E-mail copy of the Excel Spreadsheets and pdf file (if applicable) for each SDG which contain the results/qualifiers as they appear in the sample Form 1's, and
3. The CLP contract problem/non-compliance must be clearly stated along with supportive documents from the subject data package.

Review and Validation of Non-CLP/Non-RAS Inorganic Data

The contractor shall perform organic data reviews on Non-RAS analytical data packages (including, but not limited to, data packages for SW-846 methods and Federal Register) using the appropriate SOP. In the event the contractor's review indicates that there are missing items and/or documentation in the data package, the

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contractor shall notify the TOPO via e-mail immediately or, at most, by close of the business day. The TOPO will contact the laboratory to obtain the missing information. The contractor shall not contact the laboratory for any reason.

If the contractor is unable to complete a project by the specified deliverable date, the ESAT Program Manager/Team Leader shall inform the Task Order Project Officer (TOPO) and Project Officer (PO) via email. The e-mail shall provide a detailed explanation as to why the data package could not be completed by the due date. Additionally, the email will contain a request for an extension of deliverable due date along with a proposed deliverable date. If the request for an extension is approved, the TOPO will provide a new due date for the project. The contractor shall also notify the TOPO and PO immediately upon learning of anything that may affect performance under this TO.

Reviews of Non-RAS analytical data will vary in complexity and time required to complete the review. In performing non-RAS reviews which are similar to CLP reviews, the contractor will follow the data review procedures as outlined in Validation/Review of CLP Inorganic Data.

The estimated number of Non-RAS samples that will be validated from September 26, 2011 to September 25, 2012 is 10 samples.

Deliverables

In the event that a data review may not be completed due to missing or incomplete information, the contractor shall submit an interim report to the TOPO listing the information required in order to complete the data review. This report is in the format of Laboratory Communication Log.

The contractor shall prepare and submit to the TOPO a data review deliverable for each data package reviewed. The deliverable shall consist of the following components:

1. Data Assessment (original) outlining analyses that were flagged.
2. Copies of all communications related to the subject data package.
3. Copy of Inorganic/Organic Complete SDG File (CSF) Inventory Checklist and Form DC-2 or equivalent forms for TOPO and/or their designated representative.
4. E-mail copies of Excel spreadsheets and/or pdf file (if available) for each SDG in the data package

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Task Area 4: Training

The contractor may be required to attend training. The type of training and the staff required to attend the training will be specified in a TDF/e-mail and will be in accordance with Contract Number EP-W-07-083.

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Government Quality Assurance Surveillance Plan (QASP)

Performance Requirement	Performance Standard	Acceptable Quality Level	Surveillance Method
Data packages are reviewed for adherence to appropriate SOW, SOP and/or NFG	Correct criteria have been applied to the analytical data and appropriate qualifiers assigned based on QC indicators. Problems with data have been identified in report narrative.	98% of data reviews are technically acceptable on first submission	TOPO (or designee) will review the data validation report for completeness and technical accuracy as defined in the SOW,SOP,NFG
Data review is performed in a timely manner	Validation is complete within the timeframe specified in the TDF	98% of data reviews meet the required delivery date	PO/TOPO will compare required date deliverable date to actual deliverable date
Data validation report is acceptable for distribution	Technical report is complete, grammatically correct and compliant with the requirements set forth in SOW/TDF/SOP.	98 % of data validation reports are acceptable for distribution on first submission. 100% corrected to acceptable quality.	PO/TOPO will review reports for distribution.